

DATE: August 1, 2012

TO: City Clerk

FROM: Representative Cortney Carlisle Niland

ADDRESS: Two Civic Center Plaza, District 8 TELEPHONE 915-541-4268

Please place the following item on the (Check one): CONSENT XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of August 7, 2012

Item should read as follows: Appointment of Holt Grambling to the Board of Directors for Tax Increment Reinvestment Zone Number 6 by Representative Cortney Carlisle Niland, District 8.

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Tax Increment Reinvestment Zone Number 6

NOMINATED BY: Representative Cortney Carlisle Niland DISTRICT: 8

NAME OF APPOINTEE Holt Grambling  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: \_\_\_\_\_ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: \_\_\_\_\_

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: New Board

EXPIRATION DATE OF INCUMBENT: N/A

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: \_\_\_\_\_  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 08/07/2012

TERM BEGINS ON : 08/07/2012

EXPIRATION DATE OF NEW APPOINTEE: 08/07/2014

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: XX

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

## **HOLT GRAMBLING**

### **PROFESSIONAL EXPERIENCE**

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#### **Mills Plaza Properties**

Property Manager- El Paso, TX

2011-Present

- Oversee the day-to-day operations of the Mills Building, Centre Building, the Mills Plaza Parking garage, and surrounding surface parking lots.
- Construction Management / Tenant & Capital Improvement Management.
- Financial Analysis & Budget Preparation.
- Expense and Cost Review/Reduction.
- Special Event Management (with Team)
- Insurance, Liability, and Security Analysis

#### **Borderplex Community Trust**

2009-2011

Assistant Property Manager – El Paso, TX

- Property management and operations: Wells Fargo Plaza & Chase Tower.
- Tenant improvement construction management and bid solicitation.
- Office leasing and tenant retention.
- Responsible for the Chase Tower annual budget creation, implementation, and reforecast (as needed).
- Responsible for creation of tenant manual, building standards manual, high rise fire evacuation plan and capital improvement schedule.
- Annual tenant operating expense reconciliation.

#### **Team NAFTA**

Associate Broker – El Paso, TX

2008 – 2009

- Attracted new clients through prospecting and “cold calling”.
- Marketing properties for sale and lease to prospective investors.
- Building strong relationships through customer service and reliability.
- Representing property owner’s interest and providing “outside the box” suggestions to help maximize investment value.

#### **TVO North America**

Associate Acquisitions – El Paso, TX

2007 – 2008

- Responsible for researching specific properties and cities to determine value potential.
- Tailoring sales presentation to the specific clients needs.
- Managed medical office and industrial properties.
- Performed due diligence and acquisition.

### **COMMUNITY ACTIVITY**

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- Leadership and Steering Committee- Paso del Norte Group Young Leadership Group YLG (Current)
- El Paso Chapter- Certified Commercial Investment Member CCIM (Current)
- Board of Directors- Keystone Heritage Park (Past)
- Sun Bowl Association- Basketball Tournament Committee (Past)

### **EDUCATION & LICENSES**

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**Bachelor of Arts**, Texas Tech University – May 2007 – Major: Corporate Communications with an emphasis on Marketing and Advertising

**Texas Real Estate Broker’s License**